

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	03	Title: Information Security
Document:	05	Title: Information Storage, Back-up, Disposal

## 1. STANDARD

ISD will provide required protection and integrity of information during its life cycle (storage, back-up, disposal).

### 1.1. Summary of Standard Changes

### 1.2. Purpose

To comply with information owners requirements as to information storage, back-up, and disposal.

### 1.3. Scope

Applies to all information stored by ISD.

### 1.4. Responsibilities

### 1.5. Definitions and Abbreviations

### 1.6. Description of Standard

Procedures for proper and authorized storage, back-up, and disposal of information will be maintained by ISD.

### 1.7. Implications

ISD must establish the information owners requirements of how their information is to be stored, backed-up, and disposed.

### 1.8. References

### 1.9. Attachments

## 2. INFORMATION STORAGE PROCEDURES

### 2.1. Summary of Procedure Changes

### 2.2. Procedure Details

2.2.1. Information storage requirements will be defined within the Information Sharing Agreement between ISD and the information owners. All requirements will be met by ISD.

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	03	Title: Information Security
Document:	05	Title: Information Storage, Back-up, Disposal

2.2.2. If users are given the ability to restore their own files, they will not be given privileges to restore other users' files, or to see which files other users have backed-up.

## **2.3. References**

## **2.4. Attachments**

# **3. BACK-UP PROCEDURES**

## **3.1. Summary of Procedure Changes**

## **3.2. Procedure Details**

3.2.1. The information necessary to be backed-up, and the back-up frequency and process, is established by the information owner.

3.2.2. Managers will ensure that proper back-ups are made of all necessary information whether the information is held on main frame, mini-computer, or microcomputers.

3.2.3. Information on workstations which must be backed-up will be transferred to a secure area on the ISD Network.

3.2.4. ISD back-up media will be stored in an environmentally-protected and access-controlled site at least five miles from the site where the original copies reside.

## **3.3. References**

## **3.4. Attachments**

# **4. DISPOSAL PROCEDURES**

## **4.1. Summary of Procedure Changes**

## **4.2. Procedure Details**

4.2.1. The maximum information retention period will be established by the information owner in compliance with Library and Archives directives.

4.2.2. Information no longer needed will be destroyed or disposed of in an approved manor.

## **4.3. References**

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	03	Title: Information Security
Document:	05	Title: Information Storage, Back-up, Disposal

#### 4.4. Attachments